

LIBRARY POLICY DEVELOPMENT AND REVIEW

Adopted: January 2011

Revised: May 2025

Last Reviewed: May 2025

Library Policy Framework

Library policies serve as the foundation for operational decisions and ensure that the director and staff can effectively address challenges, emergencies, and public inquiries. These policies are developed with the best interests of the community in mind, optimizing the delivery of library services.

The library director is responsible for ensuring that all staff members understand the policies relevant to their roles. Front-line staff should be prepared to clearly communicate policies to library patrons. Policies are accessible to staff both online and in a manual located at the front desk.

The board of trustees will review and maintain the policy manual by evaluating each policy every two years from its initial adoption or last review. The only exception is the Technology Use Policy, as outlined in *Serving Our Public: Standards for Illinois Public Libraries*, and the Per Capita Grant requirements, which require the policy to be reviewed annually.

Policy Updates and Revisions

Changes, revisions, or additions to the policy manual will follow this procedure:

- Any proposed modifications to the policy manual will be presented for review to all board members in attendance at a board meeting; this will serve as the first reading.
- The board may approve and formally adopt the proposed changes at the subsequent meeting.

This process must be followed without exception.

/jlo rev 4/22/25